



High School Intern Application: Summer 2010

The Meadowlands Environmental Research Institute (MERI), the scientific arm of the New Jersey Meadowlands Commission, is offering up to 3 unpaid internships this summer in the laboratory for highly qualified and motivated students. The internship program is designed to expose exceptional students to laboratory projects. Interns will join ongoing research and work closely with professional scientific staff.

Eligibility: A candidate should be a current high school student or a June 2010 graduate. Candidates residing in Meadowlands District towns or attending District high schools will be given priority (Carlstadt, East Rutherford, Little Ferry, Lyndhurst, Moonachie, North Arlington, Ridgely, Rutherford, South Hackensack, Teterboro, Jersey City, Kearny, North Bergen, and Secaucus). Students from near District towns will be considered on a case by case basis.

Schedule: Interns are required to work 6-8 weeks (flexible schedule set between the end of June and the end of August) for approximately 7 hours per day. **Internships are unpaid.**

Transportation: Interns are required to provide their own transportation. If the student is going to utilize public transportation, please note that our offices are about 1 mile from the closest bus stop and 2.5 miles from the closest train station. There is a free shuttle service that runs from the bus stop and rail station to the Commission's offices. Contact Danielle Cioce (below) for a copy of the schedule to ensure that you will be able to coordinate the timing of your bus/train with the shuttle bus prior to filing your application.

Application Procedure: Candidates must complete an application form (form, resume, essays) and submit one letter of recommendation (see attached form) on official stationary as well as an official copy of their high school transcript. If mailed, the letter of recommendation must be enclosed in a separate signed envelope to ensure confidentiality (otherwise can be submitted directly via email). If mailing your application, please submit all materials in one envelope.

Application checklist:

- ☐ Application form
- ☐ Resume
- ☐ Essays
- ☐ Letter of recommendation
- ☐ Official high school transcript

Application Deadlines: Applications are due by **Friday, April 16th at 5pm**. Incomplete and late applications will not be reviewed. Applicants may be invited to interview for a position in the beginning of May. Successful applicants will be notified by **Friday, May 28th**.

Mail or email application to:

Danielle Cioce- High School Internship Program
New Jersey Meadowlands Commission
2 DeKorte Park Plaza
Lyndhurst, NJ 07071
danielle.cioce@njmeadowlands.gov
201-460-4604

High School Intern Application: Summer 2010

<http://meri.njmeadowlands.gov/>



Applicant Information											
Full Name:								Date:			
<i>Last</i>				<i>First</i>				<i>M.I.</i>			
Address:											
<i>Street Address</i>								<i>Apartment/Unit #</i>			
<i>City</i>								<i>State</i>		<i>ZIP Code</i>	
Phone:		()				E-mail Address:					
Can you commit to an internship for 6-8 weeks (~7 hours per day) between the end of June and the end of August? If no, please explain:											
				YES <input type="checkbox"/>				NO <input type="checkbox"/>			
Can you provide for your own transportation to the Meadowlands Environmental Research Institute?											
				YES <input type="checkbox"/>				NO <input type="checkbox"/>			
Education											
High School:						Address:					
From:				To:				Did you graduate?		YES <input type="checkbox"/>	
								NO <input type="checkbox"/>		Grade Level :	
										GPA:	
References (Please list three references who are not family members)											
Full Name:						Relationship:					
Company/ School:								Phone:		()	
Address:											
Known how long and in what context:											
Full Name:						Relationship:					
Company/ School:								Phone:		()	
Address:											
Known how long and in what context:											
Full Name:						Relationship:					
Company/ School:								Phone:		()	
Address:											
Known how long and in what context:											

Previous Employment (Include paid, volunteer, and intern positions). Attach an additional page if necessary.					
Company:				Phone:	()
Address:				Supervisor:	
Job Title:		Start Date:		End Date:	
Responsibilities:					
Company:				Phone:	()
Address:				Supervisor:	
Job Title:		Start Date:		End Date:	
Responsibilities:					
Company:				Phone:	()
Address:				Supervisor:	
Job Title:		Start Date:		End Date:	
Responsibilities:					
Disclaimer and Signature					
<i>I certify that my answers are true and complete to the best of my knowledge.</i>					
Signature:				Date:	

Please attach the following to this application:	
1.	A typed resume highlighting your academic, community, and extracurricular activities.
2.	Short essay: Please explain your interest in the environment. Please type your response.
3.	Essay: Why would you like to work as an intern at MERI? What do you hope to gain from the experience? Please type your response.
4.	A letter of recommendation from one of your references on official stationary. If mailed with your application, the letter of recommendation must be enclosed in a separate signed envelope to ensure confidentiality (otherwise can be submitted directly via email).
5.	An official copy of your high school transcript

Submit complete applications via email to: danielle.cioce@njmeadowlands.gov or mail in one envelope to:
 Danielle Cioce- High School Internship Program
 New Jersey Meadowlands Commission
 2 DeKorte Park Plaza
 Lyndhurst, NJ 07071

High School Intern Recommendation Form: Summer 2010

<http://meri.njmeadowlands.gov/>



Applicant name:	
-----------------	--

Instructions:

1. Please seal this form and the letter of recommendation in an envelope and sign the back flap for confidentiality.
2. Return the sealed letter to the applicant, who will mail all application materials together. Or, you may submit your letter directly via email to: danielle.cioce@njmeadowlands.gov

The Meadowlands Environmental Research Institute (MERI), the scientific arm of the New Jersey Meadowlands Commission, is offering up to 3 unpaid internships this summer in the laboratory for highly qualified and motivated students. The internship program is designed to expose exceptional students to laboratory projects. The interns will join ongoing research and work closely with professional scientific staff.

Referee Information					
Full Name:				Date:	
	<i>Last</i>	<i>First</i>	<i>M.I.</i>		
Address:					
	<i>Street Address</i>			<i>Apartment/Unit #</i>	
	<i>City</i>			<i>State</i>	<i>ZIP Code</i>
Phone:	()	E-mail Address:			

Section I. Please answer the questions below as completely and candidly as possible on a separate sheet of official stationery, giving specific examples. Please number each question.

1. For how long and in what capacity have you known the student?
2. What are the first words that come to mind to describe this student? What are the student's most outstanding abilities or characteristics?
3. What are the student's weaknesses?
4. Do you have any reservations or concerns about the student's potential to succeed in this experience?
5. Any additional comments you feel would help us to evaluate this candidate.

High School Intern Recommendation Form: Summer 2010



Applicant name:	
-----------------	--

Section II. Please attempt to rate the student in the following areas, according to the scale provided. Where possible, compare the student to others you have taught/supervised.

- Scale: 1: Among the top few ever encountered in my career
 2: Very good
 3: Good
 4: Average
 5: Below Average
 N/A: No opportunity to judge

	N/A	5	4	3	2	1
Speaks clearly and articulately						
Quality of written expression						
Self-confidence						
Maturity						
Motivation/Initiative						
Ability to learn new skills						
Interactions with peers						
Interactions with adults						
Disciplined work habits/Time management skills						
Ability to work independently						
Ability to work with others						
Good judgment						
Patience						
Willingness to accept instruction						
Flexibility						
Reaction to setbacks						
OVERALL						